

American Embassy, Amman

Vacancy Announcement

ANNOUNCEMENT NUMBER: 13-56

OPEN TO: All Interested Candidates

POSITION: Administrative Clerk, FSN-6*; FP-8*

OPENING DATE: September 16, 2013

CLOSING DATE: September 29, 2013

WORK HOURS: Full-time; 40 hours/week

SALARY: *Ordinarily Resident: JD 7,792 p.a.
(Position Grade: FSN-6)
*Not-Ordinarily Resident: (Position Grade: FP-8)

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Amman is seeking an individual for the position of Administrative Clerk in the Foreign Commercial Service (FCS) office. FCS is responsible for assisting U.S. companies export goods and services to Jordan.

BASIC FUNCTION OF POSITION

Incumbent provides administrative and budget support for a variety of commercial-related activities for the U.S. Department of Commerce, which helps U.S. companies succeed in markets around the world. Under supervision and guidance of the Senior Commercial Officer (SCO) and Senior Jordanian staff, make appointments, prepare schedules, assist at trade events, maintain contact lists, files, make travel arrangement for the SCO, draft and finalize reports and other office documents, prepare time and attendance, answer phone and direct inquiries to appropriate staff, and maintain office supplies. Initiate and follow up requests through computerized e-Services system for transportation, maintenance, warehouse and IT work orders, request embassy access and greet/escort for FCS office visitors, update and maintain FCS database and web page, and assist with check-in/check-out processing. Maintain responsibility for accurate data entry and tracking of budget information in e-finance system. Provide exceptional customer service.

QUALIFICATIONS REQUIRED

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. B.A. degree in Business Administration, accounting, sciences, liberal art or related field is required. At least two years of full-time office administrative experience in a busy, bilingual, customer service oriented business, commercial enterprise or related private/public office setting is required. Experience in budget management (planning and tracking expenditures) is also required. **Supporting documentation (i.e., copy of B.A. degree) must be included in the application for eligibility purposes.** يجب إرفاق شهادة الدراسة المطلوبة مع طلب التوظيف حتى يتم اخضاع الطلب للتدقيق
2. OR, Two years college or university studies in Business Administration, accounting, sciences, liberal art or related field is required. At least four years of full-time office administrative experience in a busy, bilingual, customer service oriented business, commercial enterprise or related private/public office setting is required. Experience in budget management (planning and tracking expenditures) is also required. **Supporting documentation (i.e., copy of college degree) must be included in the application for eligibility purposes.** يجب إرفاق شهادة الدراسة المطلوبة مع طلب التوظيف حتى يتم اخضاع الطلب للتدقيق
3. Level 4 (fluent) in speaking/writing English and Arabic languages is required.
4. Knowledge of commercial operations, functions, services, and reference sources. Knowledge of general office secretarial and clerical procedures, business procedures, handling financial/budget data entry and manipulation or exposure to detailed work requiring accuracy.

SELECTION PROCESS

When equally qualified, U.S. Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidates address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Currently employed U.S. Citizen EFM's who hold an FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
4. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their

employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.

TO APPLY:

Interested applicants for this position should submit the following or the application will not be considered:

1. Application for U.S. Federal Employment (SF-171, OF-612, or Application for Employment Form); or
2. A current resume or curriculum vitae that provides the same information as an OF-612; plus
3. Candidates who claim U.S. Veterans performance must provide a copy of their Form DD-214 with their application.
4. Any other documentation (e.g. essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

Human Resources Office
Applications should be submitted electronically through
AmmanEmployment @state.gov

POINT OF CONTACT

Telephone: 5906508

DEFINITIONS

1. AEFM: A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:
 - U.S. citizen;
 - Spouse or dependent who is at least age 18;
 - Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a U.S. Foreign Service post or establishment abroad with a USG agency that is under COM authority;
 - Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safehaven abroad, or alternate safehaven abroad; and
 - Does not receive a USG annuity or pension based on a career in the US Civil, Foreign, or uniform services.
2. EFM: Family Members at least age 18 listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed to a U.S. Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.

3. Member of Household: A MOH is a person who: 1) Has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.

4. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.

5. Not-Ordinarily Resident (NOR): Typically NORs are U.S. Citizen EFMs and EFMs of FS, GS, and uniformed service members who are eligible for employment under an American USG pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: September 29, 2013
An Equal Opportunity Employer

The U.S. Mission in Jordan provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.